**Referral and Intake Process**

*Prior to commencing the referral process, the home school will have exhausted their school resources and capacity to effectively program for the child. Placement in an ALT classroom is not a program of choice, but rather a program to which students are directed in a collaborated process involving the associate superintendent and program administrator.*

1. **Administrator or key contact** will begin the process at the student’s community school and contacts the school’s Learning Services Facilitator (LSF). A meeting is called with school, LSF, ALT LSF and ALT coordinator to discuss the student. All existing student documentation, including psychological and behavioral assessments, is brought to the meeting. If the potential student is from outside the division, the **ALT LSF** will obtain all necessary paperwork.
2. **ALT LSF** confirms transportation options.
3. **ALT coordinator** will observe student and talk to teacher.
4. With confirmation of potential placement from the ALT LSF and ALT coordinator, the **referring school**:

* Contacts parent/guardian to discuss the alternate placement and the process to be followed. A meeting may occur and, if requested, the ALT LSF will attend this meeting.
* Completes ‘Alternate Program Referral Form-School’
* Directs parent/guardian to complete ‘Alternate Program Referral Form-Parent’
* Sends two copies of the school and parent referral form, the IPP and behavioral support plan, the most recent report card and summarized anecdotal to the ALT LSF

\*Please note-Students from out of division may take additional processing time

1. **ALT LSF** contacts parents to set up meeting. The student does not attend this meeting.

**ALT LSF and coordinator** meet with parents

Decision about program and classroom placement is made within 24 hours

Transportation is arranged/confirmed by **ALT LSF**

1. The **ALT teacher** contacts the parents to set up a meeting to provide classroom information to parent and student. The student starts attending within two school day of this meeting. The **ALT coordinator** emails the site principals to inform them of the start date and provide a brief summary of the student’s history. The secretary will receive the start date and basic demographic information.